

CONFIDENTIAL

Chief, Administrative Services

9 March 1951

Advisor for Management

Increase in Machine Records Branch Table of Organization

1. A year ago [] and I discussed the need for the establishment of the Machine Records Branch in "L" Building for the purpose of performing work for the covert offices and work of an administrative nature for all of CIA.

2. At that time there was some resistance on the part of various offices to use the punched-card method and it was difficult to determine what the extent of the workload would be. Therefore, it was decided to provide a table of organization sufficiently large to process the jobs which were planned at that time and to increase the table of organization later based on demand for service. Mr. [] agreed at that time that a table of organization increase would be approved when needed with full knowledge that the machines had to be manned and operations in full implementation before compensating savings could be realized.

3. The Branch was established eight months ago and since that time there has been such a tremendous increase in the demand for punched-card support that even though all the originally planned jobs are not yet on the machines, the workload has increased to a point where additional personnel must be recruited to handle present and future business.

4. [] is cognizant of the situation and I am sure your request will meet with his approval.

5. It is suggested a copy of this memorandum be submitted with your table of organization request.

JOB NO. [] BOX NO. [] FLD NO. [] DOC. NO. 11 NO CHANGE
 IN CLASS ~~DECLASS~~ / CLASS CHANGED TO: TS S C RET. JUST 22
 NEXT REV DATE 1/1/79 REV DATE 1/1/79 REVIEWER [] TYPE DOC. 02
 NO. PGS 3 CREATION DATE [] ORG COMP 30 OPI 32 ORG CLASS []
 REV CLASS [] REV COORD. [] AUTH: HR 70-3 JAMES D. ANDREWS

cc Subject File

9 Mar 51

*This request was originally numbered #198.
 It was sent back to [] without action.*

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3/24/51